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MEMORANDUM FOR: Acting Deputy Director (Administration)

THROUGH : Chief of Administration, DD/P

SUBJECT : Staff Study of Agency Travel Procedures and Regulations

1. PROBLEM. To study and re-evaluate travel procedures within the Agency with a view toward determining:

a. The appropriate organizational location of the most economic and efficient performance of essential travel functions, and

b. To determine workload currently required for the performance of such functions.

2. FACTS BEARING ON THE PROBLEM.

a. During the course of the series of surveys of the administrative sections of Area Divisions within DD/P, certain factors were evidenced as causing excessive workloads and time expenditures in travel functions and procedures.

b. The Budget and Fiscal Sections of each administrative component within DD/P are currently responsible for the major portion of travel orders for personnel within their divisions, together with preparations of subsequent travel vouchers.

c. Each area division uses some form of "Request for Travel" samples of which are attached as TAB A, but these are lacking in uniformity and a regulatory procedure. Budget and Fiscal Section personnel are required to re-type approximately 15 to 20 per cent of all travel orders, before acceptance by authorized officials, for the following reasons:

(1) Inadequate information by the traveler.

(2) Changes in itinerary.

(3) Changes in dates of departure.

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NO CHANGE in Class. ☐
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DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 20/3/78 By:

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d. The following are estimated hours expended for travel functions:

Estimate of Time Factors by Division DD/P
(Monthly Averages in Hours)

Travel Orders	Travel Vouchers	Total

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	Travel Orders	Travel Vouchers	Total

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e. Approximately 10 per cent of all travel vouchers received by the Finance Division are incomplete or inaccurate despite Agency Notice [redacted] which cites the most common errors and omissions.

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f. The present travel order form No. 33-27 (See TAB B for distribution) requires typing on an electromatic machine for legibility. Such equipment is not available within all sections of [redacted] and as a result this workload falls on Budget and Fiscal Section personnel where such equipment is available.

g. The following table indicates a breakdown of the total number of Agency Travel Orders, by types, for eight months of 1953:

	Domestic	Foreign	Total
Feb. 1953			
Mar.			
Apr.			
May			
June			
July			
August			
September			

25X1

* Data not available, estimated figures based on prior months.

h. The following statistical summary of the number of travel vouchers for the months of February thru September 1953 reveal that approximately 17% unvouchered and 50% vouchered are for less than $25 and for which no per diem is required.

Finance Division

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3. DISCUSSION.

a. The Central Processing Branch, Personnel Office, has been constituted as the central point of aid and assistance to Agency travelers. They have no delegated responsibility for the initial preparation of travel orders and give guidance only when requested as to the proper preparation of travel vouchers.

b. The additional workload of revising and retyping vouchers by Budget and Fiscal personnel would be eliminated by the traveler having skilled guidance and preparation assistance prior to presentation of voucher for payment.

4. CONCLUSION.

a. In light of the facts uncovered during the study, it is indicated that the functional responsibilities for the preparation of travel documents are not appropriately located organizationally.

b. Further, in the interest of economy of Agency operations and the maximum utilization of personnel employed for these functions the need for adjustments in staffing is indicated.

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c. A clear delineation of responsibility between operating offices and the Central Processing Branch, Personnel Office, should be made by revision of Agency Regulations. See TAB C.

5. RECOMMENDATIONS.

a. That the functions of preparing travel orders for all Agency components, and more specifically area divisions and staff elements of the DD/P, be assigned to the Central Processing Branch, Personnel Office. This centralization would reduce the workload involved in the preparation of travel orders and amendments thereto now being prepared within the Budget and Fiscal Sections of the area divisions, and thereby reduce the total number of personnel required or necessary to perform this function.

b. That the preparation of travel vouchers for all elements of the Agency be centralized in the Central Processing Branch, Personnel Office.

c. That a travel request form attached as TAB D be instituted Agency-wide for travel of staff employees of the Agency where expenditures involve per diem or are over $25.

d. That the Central Processing Branch, Personnel Office, assume the responsibility of the preparation of all travel order forms 33-27 upon receipt of a duly authorized Agency travel request.

e. That the authority for the travel of employees should remain with the authorizing official having jurisdiction. The proposed system is in essence exactly the same technique currently being employed for personnel actions, in which the authorizing official generates and approves the request and the Personnel Director executes the action paper.

f. That a combined travel order and voucher form attached as TAB A, be approved for domestic temporary duty and procedure be instituted for its use where per diem is not involved and expenses are $25 or less.

g. The combined domestic travel order and voucher form to be executed by the office of concern in duplicate, one copy serving as the obligation document, the other copy to be used by the traveler for submission of the voucher to the Central Processing Branch, Personnel Office, upon his return.

h. That the Central Processing Branch, Personnel Office, be provided with facilities for the cash payment of vouchers involving domestic travel of $25 and under and where per diem is not involved.

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6. SAVINGS. By the institution of the above procedures and the relocation of functional responsibilities, the following savings can be effected:

a. Personnel savings within Budget and Fiscal Sections; DD/P

Division	No. of employees
[redacted]	2
[redacted]	2
[redacted]	1
[redacted]	2
[redacted]	2
[redacted]	1*
[redacted]	

* To be used for other Budget and Fiscal duties.

b. Sufficient time was not allocated for a detail study within the offices of the DD/I. However, the following estimates of manhours spent on travel order and voucher preparation within that area were determined to be 746.2 manhours per month or 4.25 man months.

c. It is estimated that no more than one or two additional clerk-typists will be required to perform the re-assigned functions within Central Processing Branch, Personnel Office. Positive determination of required number will be determined after proposed procedure is in operation.

[redacted]
Management Examiner

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Attachments:
Tabs A thru D

TECHNICAL ADVISORS:

[redacted]
Chief of Finance Division Representative

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TECHNICAL ADVISORS:

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Technical Accounting Staff
Office of the Comptroller

APPROVED:

25X1A9A

Assistant Management Officer, DD/A
(For the Clandestine Services)

CONCURRENCE:

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Comptroller's Office Representative

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Management Officer, DD/A

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Assistant Chief, DD/P Admin.

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Acting Personnel Director

Office of Communications

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